

# Tract Survey Approval in Sangamon County

## SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION INFORMATION

### Requirements for Tract Surveys

Tract survey approval is a process to divide land when a subdivision plat is not required. Tract survey approval is designed to ensure that all divisions of land comply with the State Plats Act, right-of-way and lot area, and lot configuration requirements of the Sangamon County Subdivision and Zoning ordinances.

Because not every property is eligible for division through the tract survey, please contact the Springfield-Sangamon County Regional Planning Commission for assistance in determining if tract survey approval is the appropriate process for a specific land division.

When land is divided through this process, all resulting parcels must meet County zoning requirements. Of particular concern are yard dimensions (if there are existing buildings), lot area, lot width, and road frontage. Each lot created must also have at least the required minimum lot area located above any known 100-year base flood elevation. In a Sangamon County agricultural zoning district, at least one acre must be out of the floodplain.

### Plat of Survey

The following items must be shown on any tract survey submitted for approval:

- North arrow and scale.
- Date of survey.
- Name, address and phone number of the surveyor.
- Name address and phone number of the property owner.
- The parcel identification number.
- Right-of-way conveyed in fee simple in conformance with the Arterial Roadway Network Plan.
- Owner's written acknowledgement of right-of-way conveyance (notarized).
- Certification by an Illinois Professional Land Surveyor attesting to the accuracy of the survey.
- Surveyor's seal.
- Special flood hazard area statement.
- Location of 100-year base flood elevation, if applicable.
- Location of buildings and their distances from front, rear, and side property lines.

Advising  
Planning  
Evaluating  
Leading

Page 1



200 South 9th Street, Room 212  
Springfield, Illinois 62701

Phone: 217-535-3110

Fax: 217-535-3111

E-mail:

[sscrpc@co.sangamon.il.us](mailto:sscrpc@co.sangamon.il.us)

## Tract Survey Approval in Sangamon County

### SPRINGFIELD-SANGAMON COUNTY REGIONAL PLANNING COMMISSION INFORMATION SERIES

#### Submission

To receive a tract survey approval, bring the following to the Regional Planning Commission office:

- One original survey plus four (4) copies.
- If the property is within 1 1/2 miles of the corporate limits of the City of Springfield, a statement from the Springfield Department of Public Works indicating compliance with the Adjacent Substandard Roadway Agreement.
- A \$50 filing fee.

#### Approval

The survey will be reviewed to assure that all requirements are met. The subdivision ordinance allows a three-day review period; however, most surveys can be reviewed while the applicant waits. If acceptable, the surveys will be stamped indicating conformance with all applicable regulations. The Planning Commission will keep one copy for its records while the others will be returned for recording. Applicants should immediately take their stamped copy to the office of the Recorder of Deeds for recording. Failure to properly record the survey may lead to later problems (see below).

#### After Approval

Tract survey approval is valid for 180 days and must be recorded in that time period. One approved, original survey (with surveyor's original signature and seal) plus three (3) copies should be recorded. The Recorder's office is located in Room 211 of the Sangamon County building, and is immediately across from the Planning Commission's offices. A fee is charged for recording.

If the land is being sold or otherwise conveyed, it is best to record the approved surveys with the deed, although the approved surveys can be recorded separately **before** the deed is recorded.

#### Building

The following permits must be obtained prior to construction or placement of any building:

- Building permit from the Sangamon County Department of Zoning and Building Safety;
- Septic permit and well permit from the Sangamon County Department of Public Health (in the event the property is to be served by a septic system and well);
- Road access permit from the Sangamon County Highway Department, Illinois Department of Transportation, or Township Road Commissioner.

---

SSCRPC *Information Series* documents are intended to provide a brief guide for informational purposes only and should not be relied upon for a thorough understanding of the subject. They are not intended to provide a legal opinion and do not. Those seeking legal guidance concerning matters coming before the Springfield-Sangamon County Regional Planning Commission, the Sangamon County Board, or any of their boards, commissions or committees, are encouraged to obtain appropriate legal counsel.

For more detailed information, please refer to the appropriate sections of Sangamon County code. County ordinances change over time, so please refer to the current code of ordinances. Municipal jurisdictions located in Sangamon County have their own regulations, so these local codes should be consulted.

If you are unsure about jurisdiction, or seek additional information, please contact the Planning Commission at 217-535-3110, or e-mail us at [sscrpc@co.sangamon.il.us](mailto:sscrpc@co.sangamon.il.us).

Please visit us on the web at [WWW.SSCRPC.COM](http://WWW.SSCRPC.COM)

Advising  
Planning  
Evaluating  
Leading

Page 2

Updated  
April 2009